



دائرة رأس الخيمة للمعرفة  
**RAS AL KHAIMAH**  
DEPARTMENT OF KNOWLEDGE

# Tuition Fee Policy

**Ras Al Khaimah Department of Knowledge**





## **1. Introduction**

This document ensures that all private schools in the Emirate of Ras Al Khaimah implement a reasonable, transparent, and consistent approach to setting and collecting school fees. It seeks to balance the quality of education provided with the need for schools to grow and meet the Emirate's education system requirements. This policy sets clear guidelines for determining school fees and establishing fee payment schedules.

### **1.1. Purpose:**

- Adopting a clear, transparent, and fair approach to regulating school fees for both schools and parents ensures that tuition fees are reasonable, reflect the quality of education, and are accessible to different sections of the population.
- To outline the fee structures of schools and provide clear justifications for any fee increases.
- To facilitate the timely and convenient payment of school fees by parents.
- To support the growth of the school sector and create a favourable environment for investment in education.

### **1.2. Scope:**

This policy applies to all private schools in Ras Al Khaimah, excluding charity schools.

## **2. School Fees Approval:**

- All private schools in Ras Al Khaimah shall adhere to RAK DOK regulations regarding approving school fees.
- Schools are responsible for communicating the approved school fees to all new and existing parents, which will be shared through the school's website. This includes the schedule of tuition fee payments, application fees, registration fees, transportation fees, uniform fees, education resources fees, and exam fees.





### **2.1. School Fees Increase:**

Schools shall submit clear and accurate applications for approval to increase or amend their school fees by the timelines announced by RAK DOK, considering the following:

1. Have a valid school license at the start of the academic year.
2. Be operating for a minimum of 3 years.
3. Submit the financial audit reports through the online licensing system for the previous two (2) academic years. The reports must be approved and prepared in accordance with International Financial Reporting Standards (IFRS).
4. Apply to the fee increase window as approved by RAK DOK.

Any Embassy-affiliated private schools may apply for an exceptional increase in tuition fees, provided they meet the following conditions:

1. Justification for the proposed fee increase.
2. Approval from the school board and parents' council.
3. Approval from the embassy/consulate to which the school is affiliated (if applicable).

## **3. Registration Fee Payment and Refund Policy**

### **3.1. Application fees:**

Schools may charge up to AED 500 to process the application of new students. This fee includes standard assessment fees and is not deductible from the tuition fees.

### **3.2. Registration fees:**

Schools may ask parents to pay a deposit to confirm new enrolment. This deposit is payable after the student has been offered a place and parents have accepted the offer. The registration deposit cannot exceed 5% of the total tuition fees and is deducted from the total tuition fees for the upcoming academic year.

### **3.3. Re-registration fees:**

Schools may ask parents to pay a re-registration deposit to guarantee a place for their children for the following academic year. This deposit cannot exceed 5% of the total tuition fees, or AED 500 (whichever is higher), and is deductible from the total tuition fees for the upcoming academic year.

### **3.4. Tuition Fees:**

Schools must create and publish detailed fee payment policies and schedules on their websites. Schools are authorised to charge fee payments in different payment instalments, subject to adherence to the following guidelines:

1. Tuition fees are due by the specified due date and can be paid in advance for the entire year, or they can be paid in instalments of up to 3, 4, or 10 terms.
2. Schools are permitted to collect the first instalment up to one month before the start of the academic year.
3. Parents must adhere to the fee payment schedule shared by the school.
4. If students join the school during a term, their tuition fees will be calculated pro rata based on the number of whole months remaining in the term, starting from the month of their enrolment.
5. Parents/guardians are responsible for ensuring that school fees are paid on time, according to the due dates outlined in the school's payment schedule.
6. Schools are authorised to charge book fees, uniform fees, and others based on actual expenses, as approved by RAK DOK. However, if they abide by the school's requirements, parents can purchase school uniforms and books from various sources.
7. Schools are authorised to charge transportation fees by following RAK DOK approval requirements and those of the RAK transportation authority (RAKTA)



### 3.5. Examination Fees

School tuition fees **do not cover the costs for external** (Board) examinations (e.g., IGCSE, CBSE, A-levels, IB Diploma). Examination fees are billed separately and depend on the number and type of qualifications selected.

Parents/guardians may receive a personalised examination fee invoice according to the board exam dates.

Tuition fees, however, include the costs of the school conducting the mandatory external benchmark assessments (e.g., CAT4, GL-PT tests, MAP, ASSET, IBT, ABT, etc) and are not charged as a separate fee.

### 3.6. Specialist Intervention and Additional Learning Fees:

When a child's learning needs require specialist intervention and support beyond the standard inclusive provision offered by the school, and as outlined in the child's clinical assessment report, the school may request additional fees. If additional fees are required, the following shall be considered to ensure clarity and accountability regarding additional fees for specialist interventions.

- a) Provide evidence to justify additional support, outlining the requirements and associated costs for services beyond the standard provision.
- b) Students must be recorded on Al Manhal as a "Student of Determination" so the school can charge the additional fees.
- c) The additional fees should not exceed 50% of the school tuition fees, except in cases where students have a shadow teacher, and the parents are responsible for fully covering the cost of the shadow teacher.
- d) RAK DOK approval is required for any additional fees before implementation.
- e) Review all additional charges each term to assess the effectiveness of the specialist services and determine whether they remain necessary.



#### 4. Non-Payment Regulations:

- The school may offer some parents payment plans or scholarships for their children, subject to internal school policies and approval.
- The school must ensure clear communication with parents regarding the payment collection process.
- The school must notify both parents/ guardians in case of a missed payment.
- The school may withhold student certificates and reports until all outstanding fees are paid.
- The school has the discretion to withhold re-enrolment of the student for the next academic year until all outstanding payments are collected at the beginning of the next academic year, subject to parents being given three warnings by the end of the academic year.
- The school may temporarily suspend the student from school for three (3) days, which may be repeated as necessary until fees are received, but only after issuing three warnings to parents and subject to RAK DOK approval.
- The school **cannot prevent students from sitting for any end-of-term or end-of-year examinations** or any examinations assigned during the term due to non-payment of school fees.
- To protect the student from unnecessary attention and embarrassment. The school must act with discretion when dealing with non-payment issues.

#### 5. Refund Policy

Schools shall have clear and transparent communication related to refund policies and deadlines and all relevant financial matters, including payment during registration, in alignment with the following:

- Schools shall refund the full registration fees if they fail to enrol the student due to insufficient capacity.
- Schools shall refund the full registration fee for new students if parents provide written notification to the school at least two weeks before the start of the new academic year.





- Schools are authorised to retain the value of the registration fee for returning students year if they do not attend the school in the following academic year without written notification to the school two weeks before the start of the new academic year.

Refunds may be considered in extenuating circumstances, such as evidence of family/student relocation to another country or Emirate. Such cases may be submitted to RAK DOK for review if not resolved between the school and the parent at the school level. If a refund of tuition fees is granted, the school fees will be calculated as follows:

Tuition fees paid before the start of the academic year are refundable, with only the registration and re-registration fees deducted.

<b>Enrolment Duration</b>	<b>Fees Deducted</b>
Two weeks or less	One month's tuition fee
More than two weeks but less than or equal to one month	Two months' tuition fees
Over one month	Full-term's tuition fees

- The refund policy is applicable per term, based on the withdrawal request date.
- Refunds will be calculated by month, with the monthly value being the total tuition fees divided by 10 months.
- Book fees are refundable if the student withdraws before the beginning of the academic year.
- The same conditions for a refund of the tuition fees will apply to transportation fees.
- Any provisions in any other policies or approvals that contradict this policy will be repealed.

## 6. Discount policy:

- The school may offer discounts, payment plans, or scholarships to certain students, subject to the school's approval processes and policies.

**\*\* If a sibling discount is provided without a specified duration or conditions, parents must be given at least one academic year's notice before any changes or cancellation of the discount.**

### 6.1. Payment conditions:

- Schools cannot request additional payments beyond the registration or re-registration deposits required to secure a student's enrolment or re-enrolment.
- Tuition fees can only be collected in three (3) instalments, due at the beginning of each term. The first term's payment should not exceed 40% of the annual tuition fees, the second term's payment should not exceed 30%, and the third term's payment should not exceed 30% of the yearly tuition fees.
- Alternatively, schools can collect annual tuition fees in ten (10) equal monthly instalments, calculated by dividing the total tuition fees by ten (10) or some other arrangement per the agreed payment plan between the school and the parent in writing.
- Schools may only request a registration deposit once a student has been offered a place in the school.





## 7. Compliance

**Effective Date:** This policy shall take effect from the start of the Academic Year 2025/26. Full compliance by all private schools is expected by the start of the 2026/27 academic year.

**Enforcement and Penalties:** Schools that do not adhere to this policy will be subject to accountability measures as stipulated by DOK, including possible penalties or other corrective actions. Non-compliance may result in intervention by DOK as per UAE federal regulations.

**Compliance Audits:** DOK reserves the right to conduct periodic audits to ensure schools comply with this approved policy. The school administration must promptly resolve any discrepancies found during these audits to avoid further action.

## 8. Feedback and Improvement

**Annual Review:** DOK will conduct a yearly review of this policy to incorporate feedback, address emerging needs, and ensure it aligns with the latest educational standards and regulatory requirements.

**Feedback Mechanisms:** School administrators are encouraged to submit feedback on the Tuition Fees Policy to DOK, which allows for continuous improvement based on schools' practical experiences.

## 9. Contact Information

For any questions related to this policy, please contact: [\*\*info@dok.rak.ae\*\*](mailto:info@dok.rak.ae)

## 10. Conclusion

Following the DOK School Fees Policy ensures a transparent, fair, and consistent approach to tuition and fee structures in Ras Al Khaimah's private schools. This policy upholds financial accountability while supporting sustainable school growth, aligning with the Emirate's strategic vision for high-quality and accessible education. Compliance with this policy reinforces trust between schools and families, fostering a balanced educational environment that **prioritises** institutional stability and student success.



## 11. Revision History

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**Note:**

This policy is issued and controlled by Ras Al Khaimah Department of Knowledge (RAK DOK) the "Authority." It is understood that this policy is to be treated as confidential and the same should not be copied. Any disclosure in whole or in part for any purpose is considered as not authorised unless prior written permission is obtained from the Authority.

